

RESTRICTED

CENTRAL PLANNING STAFF

30 APR 1948

PROCEDURE MEMORANDUM NO. 38

SUBJECT: Coordination of Staff Planning

1. Planning Staff studies in which other divisions of C.I.G. are interested will be coordinated informally with such divisions during the drafting stage. The Planning Staff officer charged with detailed handling of the problem will contact directly the Chief of the other C.I.G. division concerned, or a representative designated by him.
2. The coordination will be accomplished in such a way as not to compromise decisions yet to be made by the Chief, Central Planning Staff. If the Chief, Planning Staff, has not yet considered or approved a draft, that fact will be explained to the division with which the draft is being coordinated.
3. Informal coordination between branches of the Planning Staff will be accomplished similarly to the above. Any branch of the Planning Staff which has an interest in a problem which the planning directive assigns to another branch will notify such other branch of that interest.
4.
 - a. A Branch Chief forwarding a draft to the Chief, Central Planning Staff for approval, will report what coordination has been accomplished during the study. If an agency other than the branch is concerned, the forwarding memorandum will state whether such agency gave informal concurrence. The identity of the individual who gave such informal concurrence will be stated.
 - b. Similarly, a memorandum prepared for signature of the Chief, Central Planning Staff, forwarding a plan to the Director, Central Intelligence, will state what coordination has been accomplished with any agency outside the Planning Staff. The memorandum will state specifically whether informal concurrence has been received from such agency, and will give the identity of the individual who gave the concurrence.

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Captain, USN

Acting Chief, Central Planning Staff

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